

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Transit Lead**

<b>BAND</b>	<b>GRADE</b>	
<b>NE</b>	<b>616</b>	
<b>DEPARTMENT:</b> Public Works	<b>ACCOUNTABLE TO:</b> Transit Supervisor	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for performing lead functions for transit operators/dispatchers on an on-going basis. Duties include: training, scheduling, assigning and performing work tasks.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Transit Lead is the second level of a four level transit series. The Transit Lead is distinguished from the Transit Operator/Dispatcher in that the Transit Operator/Dispatcher does not have lead responsibilities. It is further distinguished from the Transit Supervisor in that the Transit Supervisor has full supervisory responsibility to include hiring decisions, personnel administration, and conducting and signing employee performance evaluations.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>	
1.	Performs lead-worker activities with transit personnel which includes: scheduling, assigning and monitoring work; training employees on proper methods and procedures.	Daily	
2.	Coordinates the repair and maintenance of fleet vehicles by development of work orders, scheduling and monitoring work, service schedules, and tracking expenditures.	Daily	
3.	Orders and picks up supplies and other materials.	Weekly	
4.	Completes and maintains required reports which include updating databases, coding and tracking expenditures, and informing supervisor of daily departmental activities.	Daily	
5.	Receives and dispatches radio calls; dispatches and routes transit vehicles.	As Required	

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	
6.	Answers multi-line phones and provides information regarding the City's transit services.	As Required	
7.	Operates a City transit vehicle and/or dispatches transit vehicles for the purpose of transporting passengers	Weekly	
8.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Record keeping practices;
- Basic office procedures, including record keeping procedures;
- Basic computer systems and operations;
- Traffic and safety laws;
- Operating various equipment related to area of assignment; and
- City streets and business locations

#### **Skills** (position requirements at entry):

Skill in:

- Training, scheduling and assigning work;
- Coordinating and organizing projects;
- Receiving and dispatching calls;
- Safely operating buses and other equipment;
- Preparing and processing reports and specialized documents in area of assignment;
- Reading maps;
- Using computers and related software applications;
- Completing basic mathematical computations;
- Operating equipment such as phones, copiers, fax machines, etc.;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and three years experience in area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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<b>Licensing Requirements</b> (position requirements at entry):
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Position requires:

- Valid Arizona Driver's License with Commercial endorsement and Passenger endorsement

<b>Physical Requirements:</b>
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Positions in this class typically require: stooping, kneeling, sitting, mobility, reaching, standing, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

<b>Classification History:</b>
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Draft prepared by Human Resources (SM)

Date: 05/03

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